



Natural Resources Conservation Service  
1201 NE Lloyd Blvd., Suite 900  
Portland, OR 97232

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November 12, 2008

**OREGON BULLETIN NO. OR-360-2009-2**

**SUBJECT: PER – LINCPASS PROCEDURES FOR PARTNER EMPLOYEES AND VOLUNTEERS**

**Purpose.** To announce the procedures for Partner employees to obtain a LincPass identification badge.

**Expiration Date.** March 31, 2009.

Partner employees will soon have the ability to enroll for a LincPass identification badge through the Non-Employee Information System (NEIS) database. To begin that process, the HR staff must enter conservation district employee's information into the NEIS database by March 31, 2009. Since we don't have the personal information required by the system, we are forwarding the attached form to be completed by each employee who requires computer access in the course of their position with a Soil and Water Conservation District. The completed form should be faxed back to the NRCS HR secure fax machine at 503 414 3299, attention HR. This fax machine is secured behind a locked door to keep partner employee personal information safe. Once the employee's information has been entered into NEIS, and the employee gets an e-mail notification to confirm their information, and set up an appointment to enroll for a LincPass, NRCS HR will shred the paper copy of the employee's personal information.

All District Conservationists and Basin Team Leaders are requested to please assist in this effort by reproducing and distributing the attached form and providing a copy of this bulletin with it to all conservation districts in their counties and basins and ensuring all SWCD employees and directors that require access to the USDA system sent their information to NRCS HR before the March 31, 2009 deadline..

//signed//

BOB GRAHAM  
State Conservationist

Enclosure

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins07-08.html>

<http://www.or.nrcs.usda.gov/intranet/bulletins/>



## NEIS PII SHEET

The NRCS Sponsor has determined by agency Risk Assessment that a performing Affiliate requires a LincPass. The information collected on this Personal Identity Information (PII) sheet is required for LincPass sponsorship. This information is to be collected and transmitted in accordance with The Privacy Act of 1974. For details on the Privacy Act of 1974, visit this website: <http://www.usdoj.gov/oip/privstat.htm>.

**Instructions:** Enter the information below. Enter applicant's complete name and address as it appears on their government-issued ID, such as a driver's license or passport. If the information doesn't match, the non-employee will encounter problems during the enrollment process and may have to reapply.

<b>SWCD Name:</b>
<b>Office Manager/District Manager Name:</b>
<b>Office Manager/District Manager Business Phone:</b>
<b>Applicant Name:</b> <i>First, Middle (if any), Last, Suffix (if any):</i>
<b>Applicant Social Security Number</b> <i>(xxx-xx-xxxx):</i>
<b>Applicant Date of Birth</b> <i>(mm/dd/yyyy):</i>
<b>Applicant Place of Birth</b> <i>(City/State. If outside U.S., enter City/Country.):</i>
<b>Applicant Business Email</b> <i>(This is for enrollment notification. If the applicant does not have a business email address, enter the address of the person who will manage enrollment activities, e.g. Security Officer, Supervisor, or Human Resources Manager.):</i>
<b>Applicant Business Phone:</b>
<b>Applicant Country of Citizenship</b> <i>(Enter the applicant's country of citizenship):</i>
<b>Applicant Non-Employee Type</b> <i>(Enter one of the following: Contractor, Volunteer, Soil and Water Conservation District, Intern, or Other Non-Federal Employee.):</i>
<b>Applicant Country</b> <i>(Enter the country in which the applicant resides):</i>
<b>Applicant Home Address</b> <i>(Enter the applicant's home address. Remember that it is <u>strongly recommended</u> that you enter the applicant's address as shown on their government-issued ID, such as a driver's license or passport.):</i>

**Applicant Work Address** (*Enter the applicant's work address*):

**Please hand carry or send via locally-secured fax to:**  
**[Enter Security Officer/Data Entry Personnel Contact Information]**